

<b>Category:</b>  <b>7000 PERSONNEL</b>	<b>Policy Number:</b>  <b>7675</b>
<b>Policy Title:</b>  <b>Personal Leave</b>	<b>Effective Date:</b>  <b>July 10, 2013</b>

**Personal leave shall be granted, upon request, in no less than one-half (½) day increments to conduct personal business that cannot be taken care of during normal off duty time.**

**Employees shall be granted personal leave at the rate of three (3) days (prorated for employees working less than 145 days) per school year. Up to two (2) days of unused personal leave may be transferred to the next year, with a five (5) day maximum accumulation and five (5) day maximum use in any one school year.**

**As an incentive, if personal leave is not used, the employee may be paid for up to three days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. Classified employees will be paid at the regular classified substitute rate. Such payment will be made after the close of the school year.**

**Up to one (1) additional day may be taken with the teacher paying the daily substitute rate for that additional day taken.**

**Reference: Procedure 7305p, "Employee Benefit Schedule"**  
**Procedure 7675p, "Personal Leave"**  
**Negotiated Agreement, Snake River Education Association with Snake River School District #52**

<b>Category:</b>  <b>7000 PERSONNEL</b>	<b>Procedure or Form Number:</b>  <b>7675p</b>
<b>Policy Title:</b>  <b>Personal Leave</b>	<b>Effective Date:</b>  <b>July 10, 2013</b>

**Personal leave shall be granted, upon request, in no less than one-half (½) day increments to conduct personal business that cannot be taken care of during normal off duty time.**

**Employees shall be advanced personal leave at the rate of three (3) days (prorated for employees working less than 145 days) per school year with a five (5) day maximum accumulation and five (5) day maximum use in any one year. If an employee does not complete a school year, personal leave shall be prorated to the date of termination and the employee will not be compensated for unused personal leave. If an employee has used more than their accrued personal leave, the unearned personal leave days taken will be deducted from their final paycheck.**

**Employees may be able to advance two of the five (5) unused accumulated personal leave days to the following year.**

**As an incentive, if personal leave is not used, the employee may be paid for up to three days at the annually established rate of pay per day for substitutes. Certificated employees will be paid at the substitute teacher rate. Classified employees will be paid at the regular classified substitute rate. Such payment will be made after the close of the school year.**

**Up to one (1) additional day may be taken with the teacher paying the daily substitute rate for that additional day taken.**

**If a salaried employee goes beyond their allotted personal leave, their pay will be docked in not less than full-day increments.**

**Reference:** Negotiated Agreement, Snake River Education Association with Snake River School District #52